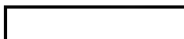MEMORANDUM FOR: Deputy Director for Intelligence

25X1   ATTENTION   : [   ]

SUBJECT   : Special Microfilm Information Seminar -
              19 January 1972, Room 1A13 Headquarters Building

1. During the past year the Support Directorate has conducted
a series of three-day "in-house" microfilm information system seminars
for Agency records management officers and other selected personnel
having responsibilities for managing large file collections. During
the last running of this seminar in October, we put on a special two-
hour briefing and hardware display for DDS office heads and their
deputies. The purpose of this special two-hour session was to review
briefly the state of the art in the micrographics industry, show new
developments in cameras and processing equipment and to have a "hands-
on" display of the latest retrieval and microfilm viewing equipment.
At the close of the last seminar we invited key personnel from all
directorates to view our hardware display and we outlined our two-hour
program to determine if there was interest in conducting a similar
session for office heads in other directorates. Their reaction was,
for the most part, highly favorable and as a result we are preparing
another session to be given on 18 and 19 January. On 18 January we
have the DDS&T office heads in the morning and key DDP officers in
the afternoon. Should the DDI desire to participate we can schedule
a session for your officers anytime you desire on the 19th of January.
We would appreciate your limiting attendance to approximately twelve
people, preferably office heads, deputies, or executive officers.

2. Attached as Tab A is an outline of the session. The time
frames for this session are not rigid. After an approximately one
hour or so overview of recent developments in microfilming, we will
demonstrate equipment and applications. Sufficient time will be
allowed for questions and discussions. If your senior officials
cannot attend the entire session, they can still come by for either
the introduction or the hardware display. For the hardware display
this can be done at any time during the session.

3. We are trying to make sure that the seminar is specially designed for areas of DDI interest. To this end we suggest you select a microfilm expert in the CRS and that he speak to the group for twenty minutes to a half hour in the introductory segment.

4. The broader aspects of microfilm applications will be

25X1 covered by
Top Secret [   ]
applications. He conducted his first in-house microfilm seminar
in March 1971. [   ] 25X1
a consulting firm which specializes in microfilm information systems. He has an extensive professional background in the microfilm systems field and has aided in the design of much automated microfilm equipment.

/s/ Robert S. Wattles

Robert S. Wattles
Assistant Deputy Director
for Support

DDS/SSS/HEP:pea (17 December 1971)

Distribution:
  0 + 1 - Addressee
      2 - DDS   Chrono, Subject
      1 - SSS/Subject
      1 - SSS/Chrono

TAB A

MICROFILM SEMINAR FOR KEY MANAGERIAL PERSONNEL
Room 1A13

Introduction

Recent Developments in Microfilming

Equipment and Applications Demonstration

Filming

Planetary -

Recordak Starfile RV2 - films documents one at a time.

Rotary -

Bell and Howell Director II - high speed camera with
automatic exposure control

Rotoline -

High speed microfilming of continuous forms generated
by computer printouts

Jacket Stuffing and Duplicating

- NB Jacket Stuffer

- NCR Duplicating/Printer 404

Retrieval

Cartridge - 3M 400 - 16mm roll film in cartridges

3M 500 - dry silver process for copies - 16mm
roll film in cartridges

Jacket - Fiche - Bell & Howell Reporter
Vantage Fiche Reader
NCR Fiche Reader
Remington Rand F-210 Fiche Reader
Remington Rand F-310 Fiche Reader/Printer

Aperture Card - Griscombe Viewer

Automated Retrieval Systems - Remkard Fiche Retrieval Unit